



NAVAL SUPPLY SYSTEMS COMMAND

*Fleet & Industrial Supply Center  
Norfolk*

# **Defense Property Accountability System (DPAS)**

## **Personal Property Accountability Top 3 Database Integrity Issues**

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Navy PP&E Management Support Team

13 August 2003

***Ready. Resourceful. Responsive!***



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*Fleet & Industrial Supply Center*  
*Norfolk*  
**AGENDA**

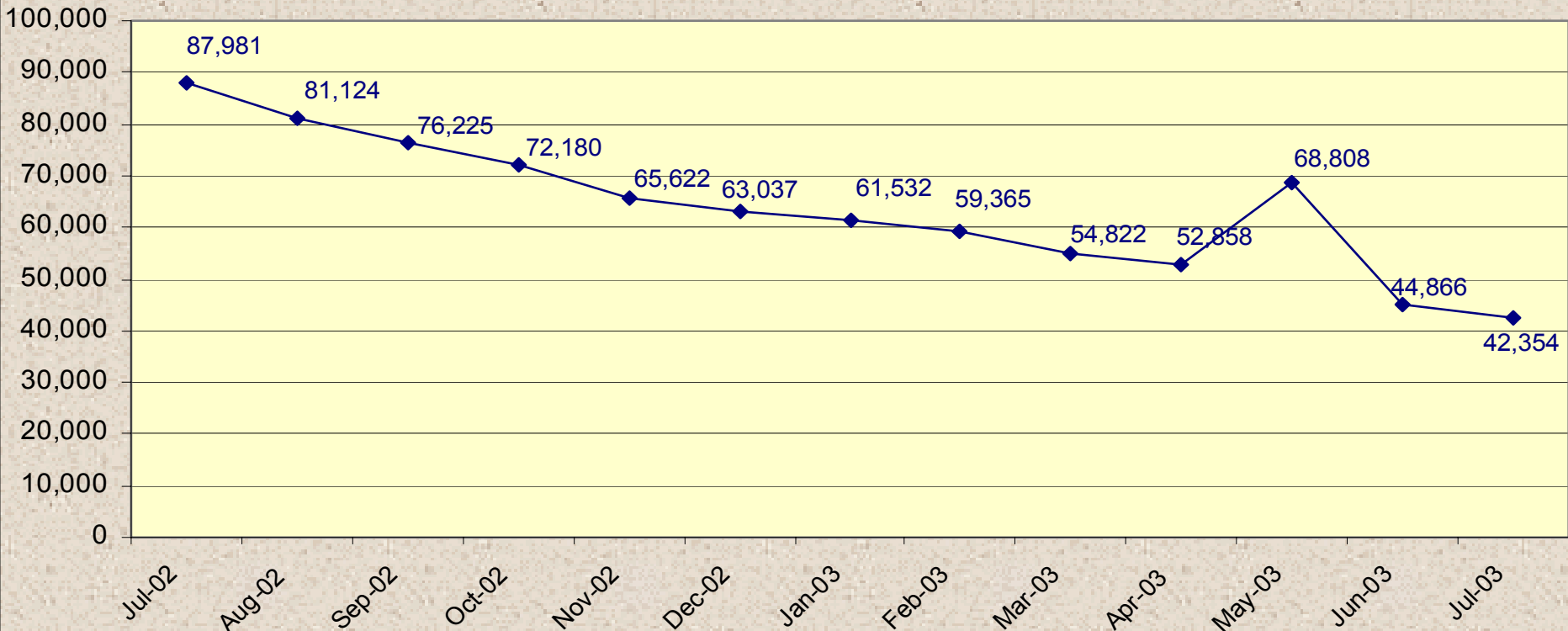
- Focus on three areas that have impact on asset/database integrity and inventory processing
  - ✓ Bar Code Errors
  - ✓ Inventories Past Due
  - ✓ Location Errors



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# *Fleet & Industrial Supply Center Norfolk Bar Code Errors*

**FY-03 Invalid Bar Code Format**





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### *Bar Code Errors (cont)*

- Bar coding personal property is mandatory
  - ✓ UIC Table set accordingly
  - ✓ Consist of 10 digits in length
  - ✓ Activity's UIC minus the service code
    - Required to avoid duplicate bar code numbers
  - ✓ A unique serial number assigned by the UIC or automatically assigned by DPAS
  - ✓ Speeds processing of inquiries, updates, transfers, decreases, etc
- Metric identifies assets with invalid or missing bar codes inventoried after 01 Oct 2001
  - ✓ Conversion programs allowed for implementation without bar code assigned
  - ✓ Commands agreed to correct after conversion
  - ✓ CNO DTG 182001Z APR 00 required bar code correction NLT next triennial inventory
  - ✓ Metric goal is Zero assets with bar code errors



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## **Fleet & Industrial Supply Center Norfolk**

### **Bar Code Errors (cont)**

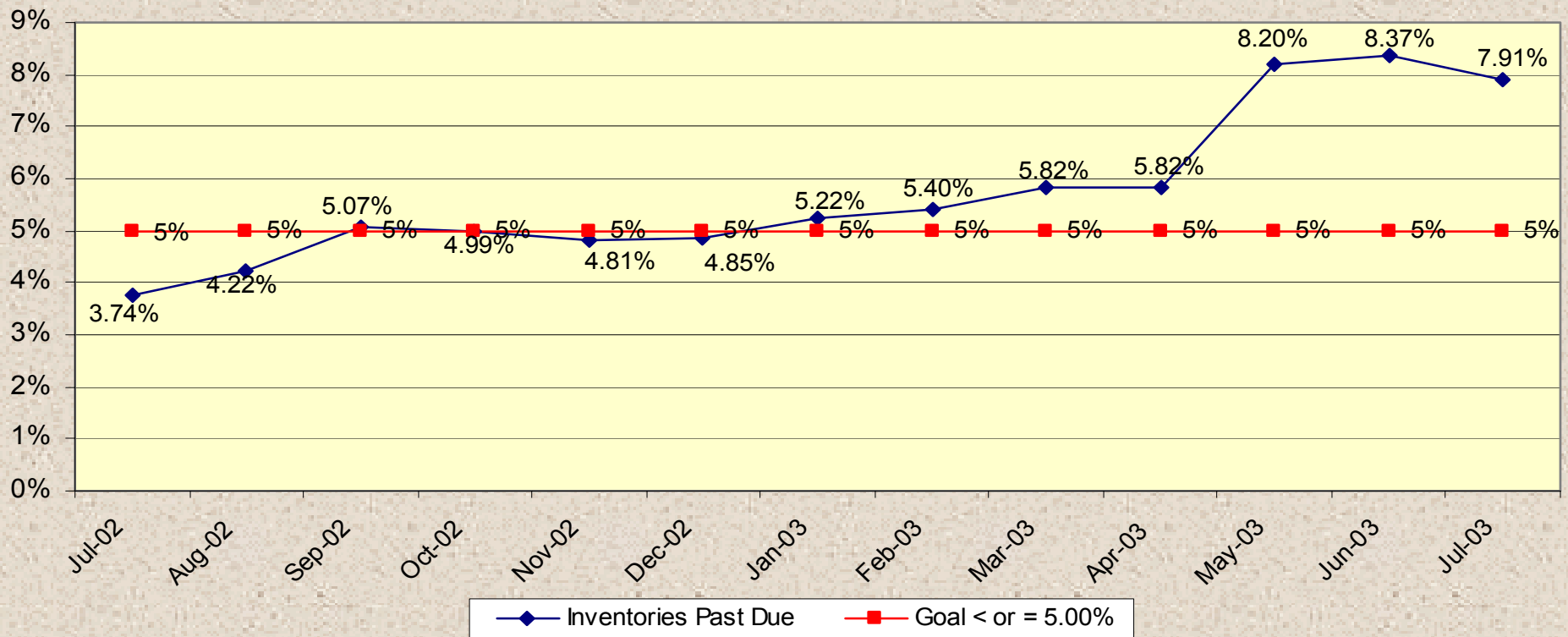
- Over 7% of records in DPAS are either
  - ✓ Incorrectly bar coded
  - ✓ Missing bar codes
- Incorrectly bar coded property has a negative impact on automated inventory processing
  - ✓ Must manually key serial number and nomenclature in the PDCD
  - ✓ Multi-step process to reconcile
    - Will appear as an overage-non labeled asset on recon reports
    - Must perform end item serial inquiry in DPAS to determine cause of non labeled condition
    - Update inventory data to select appropriate overage resolution code
- Actions required
  - ✓ Run DPAS inquiry to identify incorrectly bar coded property
  - ✓ Use Bar Code/Serial Number Change program in DPAS to correct records
  - ✓ Include Bar Code correction in inventory plans/preparations
  - ✓ Use the Bar Code Error reports forwarded each month



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# Fleet & Industrial Supply Center Norfolk Inventories Past Due

FY-03 Inventories Past Due Summary





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## *Fleet & Industrial Supply Center Norfolk*

### *Inventories Past Due (cont)*

- **Inventory all capital, minor, and pilferable assets**
  - ✓ At least once every 3 years
  - ✓ Change of custodian
  - ✓ Special Inventory (unlawful entry/unattended storage area)
  - ✓ Directed by the Commander
  - ✓ As required by the FAR for personal property in the possession of contractors
- **Following must be inventoried annually or more frequently**
  - ✓ Equipment on loan
  - ✓ Military equipment
  - ✓ Cryptographic
  - ✓ Sensitive (Semi-annual/Quarterly)
- **Metric goal**
  - ✓ Less than 5% of total assets can be past due
- **Inventories past due are on the rise Navy wide**
  - ✓ 8% of all property have not been inventoried in over 3 years
  - ✓ Over 46K property records



## *Fleet & Industrial Supply Center Norfolk*

### *Inventories Past Due (cont)*

- **Action Required**

- ✓ Command Inventory Plans must be established
  - Use the 5 step approach
- ✓ DPAS inquiry to determine those property items past due
- ✓ Use the automated inventory processes in DPAS
- ✓ See the Navy E Learning Course 4

- **Recommendation**

- ✓ Utilize the Cyclic Inventory process in DPAS
- ✓ Advantages of Cyclic Inventory
  - Fail Safe mechanism
  - System approach to ensure all assets are inventoried
  - Reduced Manpower needed for physical count teams
  - More time to resolving discrepancies
  - Reduced population of assets to be inventoried

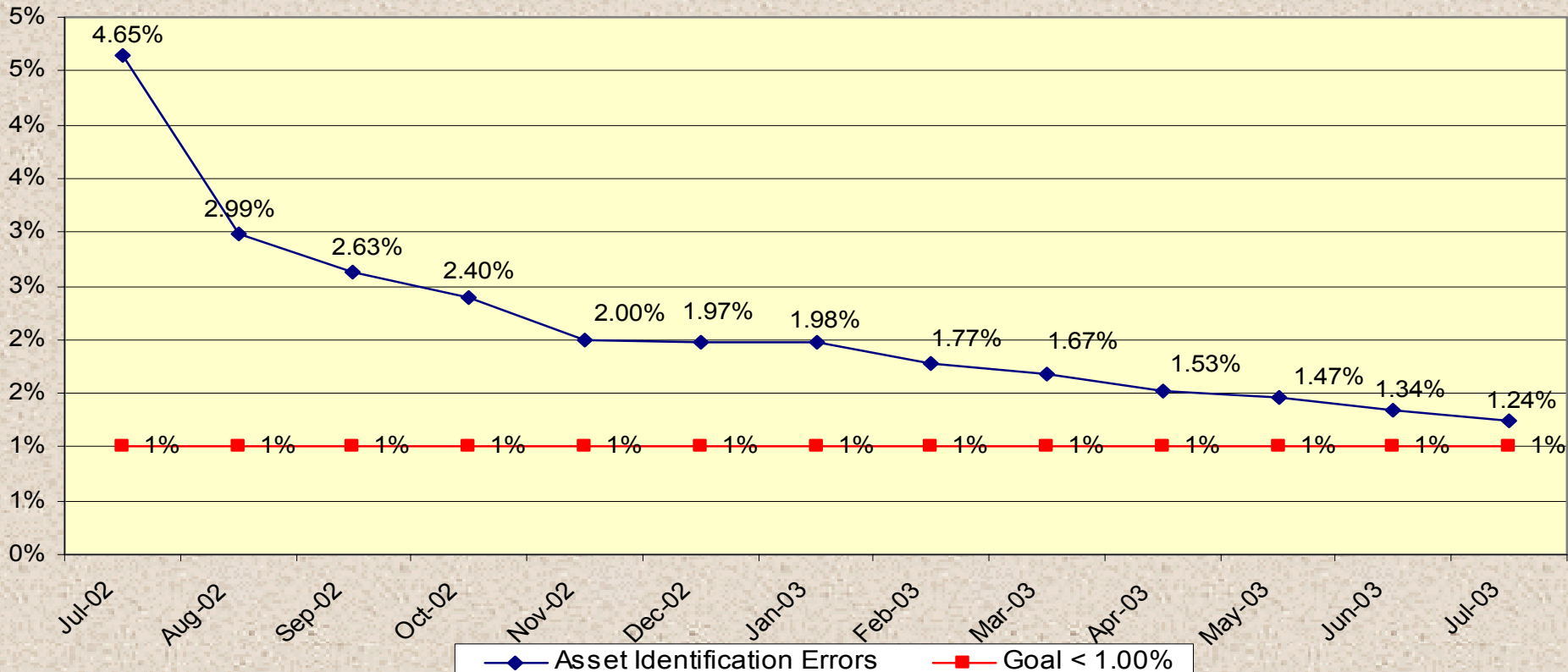




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# Fleet & Industrial Supply Center Norfolk Location Errors

FY-03 Asset Identification Errors





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## *Fleet & Industrial Supply Center Norfolk Location Errors (cont)*

- Personal property assets must be properly maintained, safeguarded, accounted for and accurately recorded
- DPAS Release 16
  - ✓ Location is mandatory
  - ✓ Sub Location Field added (optional)
  - ✓ Default value “unassigned” inserted in those records with a blank location field
- Metric goal is less than 1% of total assets with location errors
  - ✓ Measures the number of records with “unassigned” in the Location field and a blank Inventory Location Field
  - ✓ Over 7,000 property records with no location assigned
- Can't comply with SECNAVINST 7320.10 inventory requirement if records have no location
- Location errors can appear on Inventory Reconciliation Reports as Overages, Shortages or relocated assets depending on the type of inventory conducted



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## *Fleet & Industrial Supply Center Norfolk Location Errors (cont)*

- **Action Required**

- ✓ Process DPAS inquiry to identify those records with “unassigned” in the location field
- ✓ Confirm location of property item
- ✓ Use the End Item Actions, Selected Change to update the record’s location field

**NOTE:** Location must be listed on the Location Table. If not on the location table users must build the location using Utilities, Location, Add process

- **Recommendation**

- ✓ Correct all location errors prior to next inventory



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## *Fleet & Industrial Supply Center Norfolk Summary*

- Correcting the preceding three “readiness degraders” will:
  - ✓ Improve inventory count time
  - ✓ Reduce the time required for research/investigation to reconcile inventories
  - ✓ Improve database integrity
  - ✓ Improve Metric performance
- Make database integrity a part of the Command Inventory Plan and Preparation
- Use the 5 step inventory approach